

1184

OFFICIAL
FEE COPY

DO NOT SIGN OUT

These materials
Copied from the
Case, and placed
back in file.

CADDOPARISH CLERK OF COURT

SHREVEPORT, LOUISIANA

JUNE 16, 1961

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, upon request, at the office of the parish clerk of court.

Witness: Date June 16, 1961

CAJADO PARISH CLERK OF COURT

SHREVEPORT, LOUISIANA

TABLE OF CONTENTS

UNAUDITED FINANCIAL STATEMENTS

	Page
Accountants' Compilation Report	1
Consolidated Year Financial Statements:	
Combined Balance Sheet-All Fund Types and Account Groups	1
Governmental Funds:	
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances-Budget (Cash Basis) and Actual	4
Notes to the Financial Statements	5-10

OTHER FINANCIAL INFORMATION

Supplemental Information Schedules:

Fiduciary Funds-Agency Funds:	12
Schedule 1-Combined Balance Sheet	13
Schedule 2-Combined Schedule of Changes in Unsettled Deposits Due to Orders	14

HEARD McELROY & VESTAL

CPA FIRM - PUBLIC ACCOUNTANTS

Heard McElroy & Vestal
211 Franklin Street, Suite 1000
Shreveport, Louisiana 71201
(504) 835-1501
FAX (504) 835-1502
Heard McElroy & Vestal LLP
Shreveport, LA 71201-2007

Partners
C. J. McElroy, Jr., CPA, CMA
J. D. McElroy, CPA, CMA
Andrew Brennan, B.S., CPA
William L. Heard, CPA, CMA
High Accountants, Inc., CPA, CMA
1000 North Howard Street, Suite 200

Tom R. Nelson, CPA, CMA
James W. Deane, CPA, CMA
Allen D. Deane, CPA, CMA
Thomas D. Deane, CPA, CMA
Michael S. Deane, CPA, CMA
Clyde Deane
100 West B. Street, Suite 1000

November 29, 1997

Honorable Curtis A. Watten
Caddo Parish Clerk of Court
Shreveport, Louisiana

Accountants' Compilation Report

We have compiled the accompanying financial statements of the Caddo Parish Clerk of Court as of June 30, 1997, and for the year then ended, as listed in the table of contents, and the accompanying supplementary Schedules 1 and 2, which are presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of Caddo Parish Clerk of Court management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Heard, McElroy & Vestal LLP

HMV

211 Franklin Street, Suite 1000
Shreveport, Louisiana 71201

504-835-1501
www.heardmeyer.com

CADDO PARISH CLERK OF COURT

COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT CATEGORIES

JUNE 30, 1992

	Governmental Funds	
	General Fund	Special Revenue Court Registry Fund
A S S E T S		
Cash and cash equivalents (Note 2)	1,365,332	149,794
Receivables (Note 3)	29,977	-
Office furnishings and equipment (Note 4)	-	-
Total assets	1,395,309	149,794
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	13,800	3,340
Unsettled deposits due to others (Note 7)	-	-
Total liabilities	13,800	3,340
Fund equity:		
Investment in general fund assets	-	-
Fund balance-unreserved and undesignated	1,377,508	147,454
Total fund equity	1,377,508	147,454
Total liabilities and fund equity	1,391,308	149,794

The accompanying notes are an integral part of the financial statements.

Fiduciary Funds	Account Drives: General Fixed Assets	Total (Memorandum Only)
Agency Funds	Assets	Chg (s)
4,510,578	-	5,935,735
-	-	25,937
<u>-</u>	<u>1,104,144</u>	<u>1,184,144</u>
<u>4,510,578</u>	<u>1,104,144</u>	<u>7,065,854</u>
-	-	16,860
<u>4,510,578</u>	<u>-</u>	<u>4,510,578</u>
4,510,578	-	4,536,668
-	1,104,144	1,104,144
<u>-</u>	<u>-</u>	<u>1,435,681</u>
<u>-</u>	<u>1,104,144</u>	<u>2,539,185</u>
<u>4,510,578</u>	<u>1,104,144</u>	<u>7,065,854</u>

CAJALO PARISH CLERK OF COURT

GOVERNMENTAL FUNDS

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1997

	General Fund	Special Revenue- Court Register Fund	Total (Memoranda Only)
Revenues:			
Licenses and permits-mortgage	30,464	-	30,464
Fees, charges, and commissions for services:			
Court costs, fees and charges	1,907,841	312,185	2,220,026
Fees for recording legal documents	754,241	-	754,241
Fees for certified copies of documents	161,000	-	161,000
Miscellaneous	26,227	-	26,227
Use of money and property-interest income	124,288	3,008	127,296
Total revenues	3,024,061	319,283	3,343,344
Expenditures:			
General government			
Personnel services and related benefits	2,458,283	288,481	2,746,764
Operating services	181,952	11,043	192,995
Materials and supplies	189,868	-	189,868
Travel and other charges	181,257	-	181,257
Capital outlay	58,518	-	58,518
Total expenditures	3,149,878	299,524	3,449,402
Excess (deficiency) of revenues over expenditures	(125,817)	19,759	(106,058)
Other financing sources (use):			
Operating transfers in	24,143	-	24,143
Operating transfers out	-	(24,143)	(24,143)
Total other financing sources (use)	24,143	(24,143)	-
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	(99,674)	4,216	(95,458)
Fund balances at beginning of year	1,968,619	143,273	2,111,892
Fund balances at end of year	1,272,548	147,489	1,420,037

The accompanying notes are an integral part of the financial statements.

CANHO PARISH CLERK OF COURT

GOVERNMENTAL FUNDS

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

BUDGET (CASH BASIS) AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2022

	<u>General Fund</u>		Variance Favorable (Unfavorable)
	Budget	Actual	
Revenues:			
Licenses and permits	34,852	38,494	3,642
Fees, charges, and commissions for services:			
Court costs, fees and charges	1,928,358	1,908,379	(19,979)
Fees for recording legal documents	801,290	774,241	(27,049)
Fees for certified copies of documents	168,616	161,003	(7,613)
Miscellaneous	26,207	26,227	20
Use of money and property—interest earnings	<u>126,210</u>	<u>124,388</u>	<u>(1,822)</u>
Total revenues	3,027,523	3,023,682	(3,841)
Expenditures:			
General government:			
Personal services and related benefits	2,480,267	2,480,283	(16)
Operating services	177,341	176,828	513
Materials and supplies	187,620	187,800	180
Travel and other charges	190,899	181,257	9,642
Capital outlay	<u>87,324</u>	<u>86,918</u>	<u>406</u>
Total expenditures	<u>3,123,451</u>	<u>3,143,146</u>	<u>(21,112)</u>
Excess (deficiency) of revenues over expenditures	(95,928)	(211,464)	(115,536)
Other financing sources (uses):			
Operating transfers in	32,432	34,343	1,911
Operating transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing source (use)	<u>32,432</u>	<u>34,343</u>	<u>1,911</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	(177,121)	(177,121)
Fund balances at beginning of year	<u>-</u>	<u>1,351,621</u>	<u>1,351,621</u>
Fund balances at end of year	<u>-</u>	<u>1,174,500</u>	<u>1,174,500</u>

The accompanying notes are an integral part of the financial statements.

Special Revenue Count Reported Final

Budget	Actual	Variance Favorable (Unfavorable)
-	-	-
313,600	313,189	(411)
-	-	-
-	-	-
<u>3,150</u>	<u>7,693</u>	<u>4,543</u>
318,750	329,883	1,133
293,000	293,481	481
7,580	11,043	3,463
-	-	-
-	-	-
<u>300,580</u>	<u>304,524</u>	<u>3,944</u>
18,218	28,959	10,741
-	-	-
<u>(12,850)</u>	<u>(14,140)</u>	<u>(1,290)</u>
<u>(12,850)</u>	<u>(14,140)</u>	<u>(1,290)</u>
(1,850)	4,216	6,066
<u> </u>	<u>140,327</u>	<u>140,277</u>
<u>(1,850)</u>	<u>140,483</u>	<u>138,633</u>

CADDO PARISH CLERK OF COURT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

Introduction

As provided by Article V, Section 28 of the Louisiana Constitution of 1874, the clerk of court serves as the chief office in notary public; the recorder of conveyances, mortgages and other acts; and has other duties and powers provided by law. The clerk of court is elected for a term of four years by the voters of the parish.

1. Summary of Significant Accounting Policies:

A. Basis of Presentation

The accompanying component unit financial statements of the Caddo Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Caddo Parish Commission is the financial reporting entity for Caddo Parish. The financial reporting entity consists of (a) the primary government (Commission), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that inclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Caddo Parish Commission for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

- 1) Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Commission to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Commission.
- 2) Organizations for which the Commission does not appoint a voting majority but are fiscally dependent on the Commission.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the clerk of court is fiscally dependent on the Commission, the clerk of court was determined to be a component unit of the Caddo Parish Commission, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Caddo Parish Clerk of Court and do not present information on the Commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

5. Summary of Significant Accounting Policies (Continued)

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The clerk of court uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Recordings, circulation, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, recordings, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Other Financing Sources/Uses

Transfers between funds which are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

6. Budget Practices

A proposed budget, prepared on the cash basis of accounting, is published in the official journal at least ten days prior to a public hearing. The public hearing is held at the clerk's office during the month of June for comments from taxpayers. The proposed budget is then legally adopted by the clerk and amended during the year, as necessary. Budgets are established and controlled by the clerk at the object level of expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budget integration is employed as a management control device during the year. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

The following schedule reconciles the amounts shown as excess of revenues and other sources over expenditures and other uses as shown on Page 4 with the amounts shown on GAAP basis, Page 7:

	General Fund	Special Revenue Fund
Excess (deficiency) of revenues and other sources over expenditures and other uses (budget basis)	(91,871)	6,586

1. **Summary of Significant Accounting Policies** (Continued)

	General Fund	Special Revenue Fund
Adjustments:		
Receivables	(7,612)	-
Payables	<u>4,868</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (GAAP basis)	<u>29,310</u>	<u>6,500</u>

G. **Cash and Cash Equivalents and Investments**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of ninety days or less.

Under state law, the clerk may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are ninety days or less, they are classified as cash equivalents.

H. **Vacation and Sick Leave**

Employees of the clerk's office earn from one to three weeks of annual leave each year, depending on length of service. Annual leave must be used in the year earned. Upon voluntary resignation or retirement, an employee is compensated for annual leave accumulated during the year of resignation or retirement. Sick leave is granted at the discretion of the clerk.

I. **Total Columns on Financial Statements**

The total columns on the financial statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. **Cash and Cash Equivalents**

At June 30, 1997, the clerk has cash and cash equivalents totaling \$3,935,733 as follows:

Demand deposits	2,408,238
Petty cash	200
Time deposits and short-term treasury bills	<u>1,525,295</u>
Total	<u>3,935,733</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance cost at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 1997, are presented as follows:

2. Cash and Cash Equivalents (Continued)

U. S. Treasury Securities	1,571,156
Federal deposit insurance	480,080
Pledged securities	<u>3,584,377</u>
Total	<u>5,635,613</u>

Because the pledged securities are held by a collateral bank in the name of the fiscal agent bank rather than in the name of the clerk, they are considered uncollateralized (Category 3) under the provisions of OAG's Codification C8.180; however, Louisiana Revised Statute 39:1219 imposes a statutory requirement on the collateral bank to advertise and sell the pledged securities within 18 days of being notified by the clerk that the fiscal agent has failed to pay deposited funds upon demand.

3. Receivables:

The General Fund receivables of \$25,977 at June 30, 1997, are as follows:

Class of Receivable	
Reunion revenue	8,119
Fees, charges, and commissions for services-count rents, fees, and charges	<u>17,858</u>
Total	<u>25,977</u>

4. Changes in General Fixed Assets:

A summary of changes in office furnishings and equipment follows:

Balance at June 30, 1996	1,869,516
Additions	86,918
Deletions	<u>(92,458)</u>
Balance at June 30, 1997	<u>1,863,976</u>

5. Pension Plan:

Substantially all employees of the Caddo Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 60% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joint months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Wilkerson Avenue, Suite 81, Baton Rouge, Louisiana 70816, or by calling (504) 383-1162.

Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Caddo Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11%

5. **Pension Plan - (Continued)**

of annual covered payroll. Contributions to the system also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Cade Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:163, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Cade Parish Clerk of Court's contributions to the system for the years ending June 30, 1991, 1996, and 1997, were \$184,304, \$182,113, and \$182,670, respectively, equal to the required contributions for each year.

6. **Past Retirement Benefits:**

The Cade Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the monthly premiums are due, which were \$321,921 for the year ended June 30, 1997. Of this amount, \$10,294 was for retiree benefits.

7. **Changes in Agency Fund Balances:**

A summary of changes in agency fund balances due to collect follows:

	Ferry Cust. Fund	Advance Deposit Fund	Registry of Court Fund	Total
Balance, June 30, 1996	387,398	1,432,138	1,717,808	3,537,344
Additions	184,280	2,241,254	2,129,968	5,555,702
Reductions	127,338	2,592,348	1,360,804	4,472,289
Balance, June 30, 1997	444,340	1,080,044	2,486,972	4,011,356

8. **Expenditures of the Clerk of Court Paid by the Parish Commission:**

The Cade Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Cade Parish Commission.

9. **Excess Fund Balance:**

Louisiana Revised Statute 11:983 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1997, there was no amount due the parish treasurer as the General Fund's fund balance did not exceed one-half of the revenues of the General Fund for the last year (6-30-97) of the clerk's four-year term of office.

10. **Litigation and Claims:**

At June 30, 1997, the clerk of court was involved in litigation concerning several matters for which, in the opinion of the legal adviser of the clerk of court, an estimate of the ultimate resolution of the suits cannot be made. However, it is the opinion of legal counsel that an unfavorable outcome is unlikely in the pending lawsuits.

11. **LEASES:**

The clerk of court leases office equipment under operating leases. The minimum annual commitments under noncancelable operating leases are as follows:

	<u>Equipment</u>
Fiscal Year: 1997-1998 (total of lease)	____ <u>4,731</u>
Total	____ <u>4,731</u>

Rent expense for the year was \$4,730.

OTHER FINANCIAL INFORMATION

CADDO PARISH CLERK OF COURT
SUPPLEMENTAL INFORMATION SCHEDULE
AS OF AND FOR THE YEAR ENDED JUNE 30, 1997

FIDUCIARY FUNDS-AGENCY FUNDS

Advance Deposit Fund

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits on writs filed by filigants. The advances are refundable to the filigants after all costs have been paid.

Registry of Court Fund

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

Jury Cost Fund

The Caddo Parish Jury Cost Fund was established by court order in November, 1993, to receive and disburse cash deposits made by filigants in connection with jury trial settings. Withdrawals from the fund are used to pay for subpoenas, jurors, and other costs to administer the fund.

CADDO PARISH CLERK OF COURT
 EDUCARY FUNDS-AGENCY FUNDS
 SCHEDULE I-COMBINED BALANCE SHEET
 JUNE 30, 1992

A.S.S.E.T.S	Jury Cost Fund	Advance Deposit Fund	Registry of Court Fund	Total
Cash and cash equivalents	<u>274,668</u>	<u>1,608,643</u>	<u>2,553,767</u>	<u>4,437,078</u>
L.I.A.B.I.L.I.T.I.E.S				
Unsettled deposits due to others	<u>274,668</u>	<u>1,608,643</u>	<u>2,553,767</u>	<u>4,437,078</u>

CALEDONIA PARISH CLERK OF COURT

EDUCATION FUNDS AGENCY FUNDS

SCHEDULE 3-COMBINED SCHEDULE OF CHANGES IN UNSSETTLED DEPOSITS DUE TO 2010 (A)

FOR THE YEAR ENDED JUNE 30, 1997

	July Cost Fund	Advance Deposit Fund	Recovery of Cost Fund	Total
Unsettled deposits due to others, June 30, 1996	287,348	1,432,838	1,919,666	3,639,852
Additions:				
Deposits:				
Sums and reconciliations	189,698	3,240,254	2,028,838	5,578,690
Interest earned on investments	4,885	-	68,342	73,227
Total additions	<u>194,583</u>	<u>3,240,254</u>	<u>2,097,180</u>	<u>5,635,917</u>
Total	481,931	4,673,092	3,516,846	8,671,870
Reductions:				
Clerk's costs (transferred to General Fund)	-	1,386,596	-	1,386,596
Settlements to litigants	-	487,991	1,361,804	1,849,805
Attorney, consultant, and notarial fees	-	83,715	-	83,715
Secretary of State fees	-	31,660	-	31,660
Surveyor's fees	-	311,739	-	311,739
Juror fees	43,656	-	-	43,656
Shirley's fees	18,468	482,437	-	500,905
Local refunds	49,373	80,099	-	129,472
Other reductions	<u>16,230</u>	<u>268,432</u>	<u>-</u>	<u>284,662</u>
Total reductions	<u>121,727</u>	<u>2,987,249</u>	<u>1,361,804</u>	<u>4,470,780</u>
Unsettled deposits due to others, June 30, 1997	<u>360,204</u>	<u>1,685,843</u>	<u>2,155,042</u>	<u>4,201,089</u>